



PARIS IN TOWN - Catering Contract

11460 US Hwy 1~ Palm Beach Gardens, FL ~ 33410~ 561.626.6017 (phone) ~ 561.626.6040 (fax) ~ 561.626.6040

Please sign and return one copy to PARIS IN TOWN by _____. Remember to keep a copy for your records.

Initial

DEPOSIT

A 30% estimated deposit is due at the time of booking.

FINAL PAYMENT

Final Payment for your event is due 3 days prior to your event date.

FINAL GUEST COUNT

Final Guest Count, not subject to reduction, is due 3 days prior to your event date(s). If you need to increase your guest count, within 3 days of your event date, we will make every effort to accommodate your request. A \$50 surcharge MAY apply for changes that fall within this 3 day window in addition to additional food charges.

GUEST COUNT REDUCTION

If your final guest count is reduced 20% or more than your latest estimated guest count, your menu cost MAY increase proportionally (based on our present prices).

PAYMENT METHODS

All payments will be made in cash or by credit card. We do not accept personal checks or Discover card.

FLORIDA STATE TAX

Food prepared in-house is non-taxable. Florida state tax of 6.5% will apply to all other service and non-food charges .

GRATUITY

Paris In Town does not build in a set charge for gratuity, unless otherwise noted on your Invoice. At the client's discretion, any extra tip/ or gratuity will go directly to the service staff.

IN HOUSE EVENTS

You may be billed for additional staff hours and a venue rental fee of \$75.00 per half hour if your event does not adhere to the agreed upon timeline contained within your Catering Invoice.

CANCELLATION BY CLIENT

All prepayments and deposits are forfeited if you, the client, cancel the event at any time. Paris In Town will apply the entire balance of your deposits and prepayments, less \$50.00, towards another catering within 90 days of the original event date. Subject to our availability. All costs are subject to change.

CANCELLATION BY VENUE or ACTS OF GOD

All prepayments and deposits are forfeited if the catering is cancelled by your venue or if acts of god (i.e. fire, flood, terrorist activity) prevent Paris In Town from performing your event as agreed. Paris In Town will apply the entire balance of your deposits and prepayments, less \$75.00 towards another event occurring within 90 days of the original event date. Subject to our availability. All costs are subject to change.

CANCELLATION BY PARIS IN TOWN

Paris In Town reserves the right to terminate this contract for any reason. If Paris In Town terminates this contract, all deposits and prepayments will be returned in full within 5 business days.

RENTAL

Charges for all rentals are listed in your invoice (carafes, non-disposable trays, decorative items). All rental items are due back to Paris In Town at the time noted on your invoice. A charge of \$25.00 per item will be charged for each item not returned within this time frame. A separate charge will apply for any items not returned or damaged.

I have read this contract and understand and agree to the rates of my invoice and terms and conditions of this contract.

Paris In Town Catering Representative: _____ Printed Name: _____

Authorized Client Signature: _____ Today's Date _____

Client's Printed Name: _____ Client's Function Name: _____

Function Date: _____ Function Address: _____

